Configuring NetMeeting

TechTips
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NetMeeting is a utility included with various versions and releases of both Windows and Internet Explorer that allows users to conduct virtual "meetings" over a LAN or WAN with features including Chat, Whiteboard, File Transfer, and Application Sharing. Another feature of NetMeeting – Remote Desktop Sharing (RDS) – allows authorized users to connect to a PC running NetMeeting and take control of the system for purposes such as system administration or PC support.

This document walks the user through configuring NetMeeting for general use. Another *TechTips* document (NetMeeting Remote Desktop Sharing) details the process for configuring RDS.

As you use this document, the required steps are found on the left-hand side, with optional steps, notes, and illustrations on the right. Tips are in navy blue and items you will see on the screen are in green.

— PROCEDURE —

1. Click **Start** > **Run**. In the **Open** box, type **conf** and click **OK**.

   NetMeeting is also on the Start Menu as a program, but its location varies on each OS.
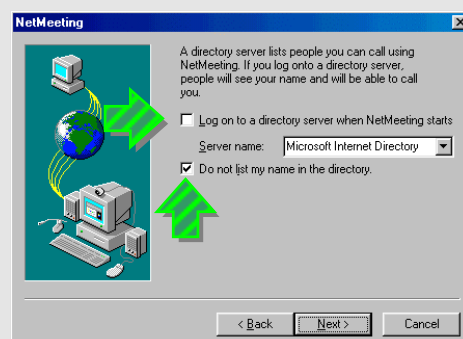
2. Click **Next** to start configuration.

3. Enter the user's first name, last name and e-mail address in the appropriate fields.   Type the park acronym or any information that will identify the physical location of the computer in the **Location** box. (The first three fields are required!)

   Click **Next >**.

4. Uncheck **Log on to a directory server when NetMeeting starts**.

   Click **Do not list my name in the directory**.

   Click **Next >** .

5. Click **Local Area Network**.

    Click **Next >** .

6. Uncheck both **Put a shortcut to NetMeeting on my desktop** and **Put a shortcut to NetMeeting on my Quick Launch bar**.

    Click **Next >**.

7. The next screens are for the Audio Tuning Wizard. Since we will not utilize any audio features, we bypass this section by continuing to click **Next**. Eventually, a **Finish** button will be displayed. Click that.

    That's all there is to it! You can now use NetMeeting to host or connect to online conferences.

    If you are new to NetMeeting, the online help is quite extensive and does a good job of explaining the *many* features the software offers. You can access this information by using the Help menu in NetMeeting.